

ORDINANCE NO.: A07-7

**AN ORDINANCE TO CREATE A NEW CHAPTER OF THE TOWN OF
BRIDGEVILLE CODE RELATING TO ADDRESSING AND STREET NAMING**

WHEREAS, the Commissioners of Bridgeville have determined that in order to better serve the health, safety and welfare of the citizens of Bridgeville, it is necessary to revise the Town of Bridgeville Code to create a Chapter that deals with the standards for displaying numbers on all dwellings, principle buildings, businesses and industries to assist emergency services agencies, the United States Postal Service and the public.

THE COMMISSIONERS OF BRIDGEVILLE HEREBY ORDAIN:

Section 1. Create a new chapter of the Town of Bridgeville Code entitled "Street Naming and Addressing" to read as follows:

**ARTICLE 1
ADDRESSING POLICY**

RESPONSIBILITY FOR DISPLAY OF ADDRESS NUMBERS

No Certificate of Occupancy shall be issued until the assigned property number has been displayed in accordance with the requirements of this ordinance.

It shall be the responsibility of each and every property owner, trustee, lessee, agent and occupant of each residence, apartment building, business or industry to purchase, post and maintain address numbers as required under this policy at all times.

It shall be the responsibility of each and every property owner, trustee, lessee, agent and occupant of each residence, apartment building, business or industry to remove any conflicting number upon affixing a new address number.

It shall be unlawful to cover any address number with any sign, drapery, or other obstruction tending to conceal such number.

SIZE AND LOCATION OF STREET ADDRESS NUMBERS

All address numbers must be displayed on a contrasting background and must be reflective.

1. Residences, Townhouses and Businesses

It shall be the responsibility of each and every property owner, trustee, lessee, agent, and occupant of each residence, apartment building, or business to display the assigned address number according to the guidelines set forth herein. The address shall be made up of numbers and letters that are light reflective and contrasting in color with the background on which they are affixed and shall be posted according to one of the two following methods:

- a. On the mailbox using three (3) inch light reflective numbers and/or letters, provided the address is clearly visible from both sides of the street or road it is located on and clearly identifies the structure the address belongs to. If the mailbox is not located directly in front of the property it is addresses to, or if multiple mailboxes are grouped together, a sign can be placed on the property in a location which clearly identifies which structure it belongs to; or
- b. On the structure itself using a minimum of four (4) inch light reflective numbers and/or letters, provided the address is posted on that portion of the structure that is most clearly visible from the road or street the structure is located on, and it clearly identifies the structure the address belongs to.

Whichever method is chosen, the address must clearly identify which structure the address belongs to and must be visible during both the day and night from both sides of the street or road the structure is located on or is closest to.

2. Private Lane and Long Driveways

If any residence, apartment building or business (except malls or shopping centers) is located so that the address number is not clearly visible from the street, additional address numbers shall be posted at the intersection of the driveway with the public street. The additional address posting shall be made of numbers and/or letters, which are not less than four (4) inches in height, reflective, contrasting in color with the background on which they are affixed, visible during both the day and night and placed upon a post or structure that will display the number at least forty-eight (48) inches above the ground. The property owner is responsible for the installation of these additional sets of address identifiers.

3. Industrial and Commercial Structures in Low Density Areas

Any industrial and commercial structures located in low density development areas (areas in which small residential style address numbers are not visible from the road) shall display address numbers of not less than ten (10) inches in height. The number shall be reflective, contrast in color with the background on which it

is affixed and shall be visible day or night from the street. When possible, the number shall be displayed beside or over the main entrance of the structure.

4. Apartment Buildings and High-rises

All apartment buildings and high-rises shall display address numbers above or to the side of the primary entrance to the building. Address numbers shall be reflective, contrast in color with the background on which they are affixed and shall be at least four (4) inches in height to be visible day or night from the opposite side of the street facing the main entrance.

ARTICLE II ENFORCEMENT

Enforcement of the penalties contained in this section of this Ordinance shall begin 12 months following adoption of this ordinance. During the period between the date of adoption and the beginning date of enforcement, the Town of Bridgeville shall inform the public of the adoption of this ordinance, the requirements thereof, the consequences for failure to comply with the ordinance, and the date on which the Town will begin to enforce the penalties for failure to comply.

In the event any person, corporation or other legal entity shall violate the requirements of this ordinance, the Town or its designee shall take the following action regarding the violation:

1. The alleged violators shall be notified in writing of the portion or portions of this ordinance he/she is alleged to have violated, and all the requirements necessary for them to complete in order to comply with the terms of this ordinance. Such notice shall be sent to the person(s) or entity at the address listed in the Town's tax records. If the violation is not resolved within thirty (30) calendar days following receipt of said written notice, the violator shall be charged with a violation of this ordinance and shall be assessed a fine in the amount \$25.00. A notice of the assessment of the fine shall be sent to the violator at the address set forth in the Town's tax records.
2. If the violator has not complied with the requirements of this ordinance within 30 calendar days from the date of the letter notifying them of the assessment of the fine and the steps required to comply, an additional fine of \$25.00 per day shall be assessed beginning on the thirtieth day following receipt of notice sent by certified mail, return receipt requested. Wherever notice is provided herein to be made certified mail, return receipt requested, the Town may elect at its option to deliver the notice by hand delivery to one of the property owners or another adult person in or upon the property at the time of the delivery. If and when a fine of \$25.00 per day begins to accrue, it shall continue to accrue at that rate, not to

exceed \$500.00. A properly authenticated photograph of the subject property, showing the absence of the information required by this ordinance shall be considered sufficient proof of noncompliance in any enforcement action.

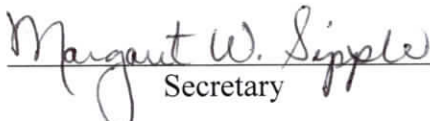
NOTICE TO COMPLY

Town officials and Town employees are hereby authorized to enter upon private property for the purposes of inspection and to give notice by personal service or by certified mail to persons in violation of this policy.

Section 2. This ordinance shall become effective upon its adoption by a majority of all members elected to the Town Commission.

COMMISSIONERS OF BRIDGEVILLE

By: 
President

Attest: 
Secretary

Date of First Reading: August 13, 2007

Date of Second Reading: September 10, 2007

Adopted: September 10, 2007

Synopsis

This ordinance will revise the Town of Bridgeville Code to create a Chapter that deals with the standards for displaying numbers on all dwellings, principle buildings, businesses and industries to assist emergency services agencies, the United States Postal Service and the public in the timely and efficient provision of services to residents and businesses in the Town of Bridgeville and will impose fines for noncompliance with the provisions of this ordinance.